

16 November 1967

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT: Disposition of Obsolete Finance Records

1. The attached letter of 2 November 1967 from Comptroller-General Staats to the Director, Mr. Helms, concurring in the disposal of obsolete finance files is an extremely important document. It is of such significance that I believe the Director or Colonel White should keep the original in his files.

2. In response to your inquiry as to the impact this development will have I am sorry to report there will be little immediate benefit to the Agency and only a small amount of space freed at the Records Center this year. But this was an absolutely necessary policy action with many cumulative long-range benefits. The Agency will be served now that it has been completed. [redacted] proposals to Mr. [redacted] on this subject date back to November 1961. The years of persuasion and the many meetings with the GAO, DDS, Finance, and the General Counsel have been well spent now that we have this approval.

3. The next action that must be accomplished is to have a copy of Mr. Staats' letter sent to the Director of Finance and the Chief, Audit Staff from the Deputy Director Support for their compliance with its records disposal authorization.


4. At present we have identified an estimated 5,900 cubic feet of related records material stored at the Agency Records Center:

- (a) GAO Item 1a relates to Station and Project Accounting. (On hand are 3,790 cubic feet of which 810 are over 12 years old.)
- (b) GAO Item 1a also relates to Original Posting Vouchers. (On hand are 2,010 cubic feet of which 453 are over 12 years old.)
- (c) GAO Item 2e relates to Time and Attendance Cards. (On hand are 159 cubic feet of which 124 are over two years old.)

5. None of these papers can be destroyed until the Audit is completed. The Office of Finance must identify the specific records and authorize the Records Center personnel to complete the destruction. We have no way of knowing when the records are audited. The Center should receive some type of Certification for the records.

The Office of Finance Records Officer informs me that the Office expects to implement this schedule very conservatively where Unvouchered Funds are concerned. They are aiming somewhere around twenty years rather than the twelve years approved. They intend to coordinate such a plan with the Offices of Security, Personnel, and the CA Staff, each of which has expressed a reference-type interest in these files.

25X1A


Chief,
Records Administration Staff

Attachment

1. Original letter per paragraph 1 above.
2. Three Xerox copies of letter.

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